

Alternative Education On-site Monitoring Visit Rubric

Reviewer: Sue Foxx

Date: 10/2/07

Alternative Education Program: Griffith Alternative Program
School Corporation: Griffith Public Schools

Contact Person: Karen Schwartz/Gary Sutton
Phone: 219-924-4280x3363

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes Joint Agreement with Munster Advisory group list Letters of support School Notes	X		Advisory Group consists of all individuals in the school corporation. It would be helpful to expand it to include community agencies and businesses that could support the program. It will be important to use different communication tools to help the community understand and support GAP. Strong administrative support for program and team effort to improve outcomes for students.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	A+ computer-based courseware for HS Modified schedule-HS STAR Assessment Individual Service Plan Grant	X		Curriculum reviewed by HS Dept Chairs to insure rigor. HS work is self-paced and facilitated by the teacher. HS program combines the academic component with a work/vocational component while MS program is a full day under teacher direction. Teacher is able to individualize instruction so students can work at their own pace. ISP needs to be revised to include some missing elements such as an expanded plan and services. Expanding the service learning component would enhance the program. Student skills class offered. MS science offered through computer courseware.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Rosters provided Professional Development follows corporation plan	X		Teacher student ratio appropriate. Teacher acts as facilitator in HS program and is appropriately licensed for MS content taught. Professional Development Plan same as corporation with emphasis on alternative education (A+ training, Differentiated Instruction). As a new program, recommended that program be included in the SIP when revised and that waiver from credit definition be identified. Weekly meetings with students promote relationships and offer an opportunity to address issues.

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	10/2/07	X		Programming matches the description in the New Program Proposal.
Students appear engaged.	10/2/07	X		Observed MS students involved in social studies lesson. Students were engaged and responded positively to the lesson that allowed some choice and taught organizational skills as they developed a brochure to highlight topics from the period. When asked, students expressed satisfaction with the program.
Location supports a positive learning environment.	10/2/07	X		Program operates out of two recently remodeled classrooms in the MS that allows strong collaboration and teamwork to promote student success.
Teachers appear knowledgeable and caring.	10/2/07	X		Teacher was energetic and keep students on task. Directions were specific and clear and were posted so students could refer to them. Students worked on their own brochure and were able to individualize it. Teacher provided monitored progress. Assignment incorporated organizational skills into experiential project to increase engagement.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Counselors identified students who would benefit and parents/students met individually to set Individual Service Plan. Entrance/Exit criteria needs to be formalized.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Teachers are employed by the corporation and are licensed in the content areas they teach. For HS component, teacher acts as a facilitator for the computer-based courseware so does not need to meet HQT requirements. Counseling through South Lake MH being pursued.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Program operates in 2 classrooms within MS so documentation with that location. Transportation provided.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		No outside grants at this time. Budget exceeds required match and allocated primarily to technology, staff and materials.
2 Hour Session/ School Day	-School schedule	X		HS students attend a ½ academic day with ½ in work/ vocational area. MS is full day program.

